Campus Map (/assets/docs/LPC-Campus-Map.pdf)

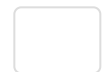Find People (http://laspositascollege.edu/directory/index.php)

Faculty & Staff (http://www.laspositascollege.edu/facultystaff/index.php)

Student Resource Guide (/resourceguide/index.php)   CLASS-Web (https://bw11.clpccd.cc.ca.us/)

Canvas (http://clpccd.instructure.com/)

Online Learning (http://www.laspositascollege.edu/onlinelearning/)

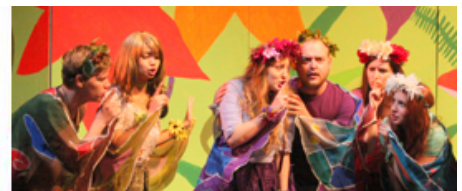Library (http://laspositascollege.edu/library/index.php)   Quick Links ▾   🔍

LAS POSITAS
C O L L E G E
(/index.php)

LPC Zoom Room (Live Help) (/welcomecenter/index.php#zoom): Meet Live with LPC staff for general assistance.

Free COVID-19 testing (https://covidtesting.cityhealthuc.com/locations/livermore) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVD-19 testing and can be made at norcalcovid19testing.com (https://norcalcovid19testing.com/).

All students accessing in-person classes and services must show proof of vaccination before starting classes. Learn more (http://www.laspositascollege.edu/healthcenter/covid.php).

Administrative Services

Las Positas College (/) > Administrative Services

Administrative Services

Administrative Services

The Office of Administrative Services at Las Positas College in its entirety includes the business office, communications, maintenance and operations, as well as fiscal responsibility, facilities planning, and the overall general management of Administrative Services for the campus as a whole.

Mission

The Office of Administrative Services at Las Positas College provides leadership, direction and overall coordination of fiscal and administrative services. These services include communications, technology, safety, security, facility infrastructure and logistics. Administrative Services is dedicated to using effective and efficient practices that are necessary to support the college in achieving its mission to meet the needs of a diverse academic community.

Administrative Services Bulletin Board

Changes, notices, and other important information from the Office of Administrative Services can be found here (/adminservices/bulletinboard.php). Please check the Bulletin Board regularly to stay up-to-date on all processes, forms, and information from our office.

Notice about E-Signing Documents

Please read this document (/adminservices/E-Sign%20Website%20Text.pdf) for an update on the e-signature process and helpful instructions for setting it up on your computer.

For more information please contact:

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Livermore, CA 94551

(925) 424-1000

Apply for Admission (https://www.opencccapply.net/cccapply-welcome?cccMisCode=481)

Bookstore (http://www.bkstr.com/laspositasstore/home)

Canvas (https://clpccd.instructure.com/login/canvas)

Contact (/feedback.php)

Jobs (https://clpccd.peopleadmin.com/)

Parking (/parking/index.php)

Employer Services (/careercenter/employer-services.php)

Safety & Security (/safety/index.php)

Campus Crime Statistics (/safety/documents/clery.pdf)

Academic Senate (/gv/academicsenate/agenda.php)

Curriculum Committee (/gv/curriculum/minutes.php)

Incident Referral Forms (/maxient/index.php)

Faculty & Staff Email (https://outlook.office.com)

Student Email (https://mail.google.com/a/zonemail.clpccd.edu)

The Zone (https://myportal.clpccd.cc.ca.us/cp/home/displaylogin) | CLASS-Web (https://bw11.clpccd.cc.ca.us/)

Student Government (/lpcsg/index.php)

Document Viewers (/disclaimers/viewers.php)

Accreditation (http://laspositascollege.edu/accreditation/index.php)

Title IX (/title-ix/index.php)

Accessibility (/disclaimers/accessibility.php)

Disclaimers (/disclaimers/index.php)

Governing Board Agenda (http://www.clpccd.org/board/BoardMeetingAgenda.php)

HEERF Cares Act Reporting (/caresact2020/index.php)

(https://www.facebook.com/Las-Positas-College-271570229564419/)

(https://twitter.com/LPCOfficial)

(https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA)

(https://www.instagram.com/laspositascollege/)

(http://www.clpccd.org/)

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skin=clpccd&account=laspositascollege&site=www&action=de&path=/adminservices/index.pcf) Copyright
2021 Las Positas College

Facilities Requests

As of June 1, 2017, 25Live is the new scheduling system for Las Positas College. 25Live replaces the paper Facility Request and the need to use Class Web to look up room schedules and availability.

Internal (LPC) Requestors

- Use 25Live! (/facilities/guidelines.php)

External Requestors

Please click here (/facilities/index.php).

M&O Work Order System

- School Dude Work Order System Instructions (/adminservices/assets/docs/SchoolDudeWorkOrderSystemInstructions.pdf)
- Office Signs & Name Tags (/adminservices/officesignsnametags.php)

Facility Rental Process

1. Review External Rental Processing Schedule and General Guidelines (http://laspositascollege.edu/facilities/index.php)

2. Submit a completed College Facility Use Agreement (http://laspositascollege.edu/facilities/facilitiesforms.php) to dpatlan@laspositascollege.edu (mailto:dpatlan@laspositascollege.edu)

3. Allow up to two (2) weeks for notice of availability and price quote.

4. The use of LPC facilities requires a Certificate of Liability(COL) in the amount of one (1) million dollars on file in Administrative Services Office. Events will not be confirmed without the COL.

   - Las Positas College must be listed as the certificate holder. Sample COL (http://laspositascollege.edu/facilities/assets/docs/SampleCO.pdf)

5. Once all requirements are fulfilled a confirmation email and event invoice will go out. Payment is due two weeks prior to the event.

   Note: large events may require a deposit upfront

6. Cancellation requires at minimum ten (10) business days notice.

   - Refunds are not given for events cancelled after the ten (10) business days

LAS POSITAS COLLEGE
Facilities Fee Schedule

FACILITY	NOTES	HOULY RATE	NON-PROFIT
GENERAL FACILITIES			Dublin, Pleasanton, and Livermore non-profits receive a 10% discount off listed price
Classroom (cap. 45 or less)		$70	$45
Computer Lab (varies)		$100	$65
Conference Room (varies)		$80	$55
Lecture Hall (cap. 106 - 175)	Rooms 2420 or 1011	$110	$75
PERFORMING ARTS FACILITIES			
Amphitheater w/Electricity LPC (cap. 2,000)	3 hr. min + 3% gross rcpts	$275	$225
Amphitheater w/o Electricity LPC (cap. 2,000)		$225	$175
Atrium/Lobby		$125	$75
Black Box (cap. 75)	Requires Stage Technician	$125	$75
Concession Stand/Ticket Booth		Flat Fee $50	Flat Fee
Green Room		$60	$35
Large Dressing Room (per day)		Flat Fee $100	Flat Fee $100
Main Theater (cap. 464)	Requires Stage Technician 3 hr. min + 3% gross rcpts	$250	$175
Rehearsal Room		$90	$70
Small Dressing Room (per day)		Flat Fee $50	Flat Fee
ATHLETIC FACILITIES			
Athletic Room/Dance Studio		$100	$80
Gymnasium*	Fixed Seating: 1000	$180	$150
Locker Room/Shower Room °		$80	$70
Soccer Field			
Grass Soccer Field	Striping fee: $250	$225	$200
Grass Soccer Field w/Lights		$275	$225
Synthetic Field*		$175	$125
Synthetic Field w/lights*		$225	$150
Swimming Pool – all pool rentals require a CPO			
Competition Pool (13 lanes, Pool House)*	Renters are responsible for providing their own lifeguards with current certification	$100	$80
Instructional Pool (6 lanes, Pool House)*		$50	$40
Track		$175	$140
OTHER FACILITIES			
Parking Lot (per hour)	3 hr. min.	$150	$100
Parking Lot (all day)		$500	$400
Vendor/Employer Tabling	3 hr. min.	$50	$50

STAFFING	No Discount on Staffing Fees		
(Per Hour, 2 Hour Minimum)	Monday-Friday	Saturday	Sunday
Custodial	$70	$90	$90
Maintenance & Grounds	$80	$90	$120
Stage Technician	$70	$90	$90
Certified Pool Operator	$70	$90	$90
Campus Safety	$70	$90	$90

NOTES:

☐ Non-Profit Fee: Verification of non-profit status as defined by Internal Revenue Code section 501(c)(3) required
☐ In addition to facilities fees, equipment and/or staffing fees are charged; a quote is provided prior to event confirmation
☐ Payment is due to the LPC Admin. Services for the full invoice amount 7 business days prior to event date
☐ Refunds or credits are not given for cancellations made less than 10 days prior to the event
☐ Usage and/or staffing fees will apply during non-instructional days and summer months.
☐ Facilities are not available during CLPCCD holidays or College closures.
☐ Rental of College facilities are dependent upon availability of facilities and College staffing.
☐ Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).

Fees are effective beginning January 28, 2021

Las Positas College
Equipment Fee Schedule

Resource Name	Cost per Day
Backline	TBD
Basic Sound and Lighting System (Includes basic front stage wash and specials from tension grid and up to 6 wired channels on the sound board, CD Player, CD Recording, DI Box, DVD Player, 3.5 mm Playback)	200.00 (Main) 150.00 (Black Box)
Basic Standard Event Materials	50.00
Batten	6.00
Choir Risers	25.00
Drape Legs (Main Theater)	15.00
Drape, Cyc (Main Theater)	20.00
Drape-Closed (Main Theater)	15.00
Drape-Open (Main Theater)	15.00
Grey or Black Scrim	100.00
Hazer	60.00
Laptop - MAC Computer	50.00
Laptop - PC	50.00
Lights, Cyc (Main Theater)	30.00
Lights, Gobo, Custom	150.00
Lights, Gobo, standard in stock	5.00
Lights, LED Top Lights	35.00
Lights, Moving Lights (not including programming time)	125.00
Lights, Side Lights (Main Thea)	25.00
Lights, Singe Cell Ground Row CYC	20.00
LPC P/A: Spotlight	100.00
Microphone Stand, Boom Stand	1.00
Microphone Stand, Straight Stand	1.00
Microphone Stand, Table Top	1.00
Microphone, Choir PG94	10.00
Microphone, Hand/Wireless	50.00
Microphone, Lapel	60.00
Microphone, Wired SM57	8.00
Microphone, Wired SM58	8.00
Monitors	15.00
Music Stand	1.00
Orchestra Chairs	1.00
Orchestra Pit/Spiral Lift (Main)	50.00
Orchestra Shell-Half	350.00
Orchestra Shell-Whole	600.00
Piano Tuning	150.00
Piano, Baldwin Grand (Rm 4127)	150.00
Piano, Concert Steinway (Main)	200.00
Piano, Upright (Black Box)	100.00
Podium, Orchestra	5.00
Projector & Screen	100.00
Risers, 3'x6' x 24"	15.00
Risers, 4'x8' x 16"	25.00
Sound Inputs (over 6)	10.00